



GVSET News Writers' Guidelines

GVSET News is a bimonthly online magazine published by the U.S. Army Tank Automotive Research, Development and Engineering Center (TARDEC), the Department of Defense organization responsible for common ground systems integration.

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Purpose

To instruct members of the ground systems community about relevant technology; research, development, engineering and systems integration; innovative business for managing technology; personnel achievements; and relevant events and to disseminate other information pertinent to the ground systems workforce's professional development.

Subject Matter

Subjects may include, but are not restricted to, research and development initiatives, engineering integration initiatives, program accomplishments, technology developments, business transformation, policy guidance and technology excellence. All articles must be in compliance with security, export control and operations security (OPSEC) requirements. Our warfighters deserve the technological overmatch being developed today. We owe it to them to field systems that work and that are unsurpassed.

OPSEC Review Process

All articles prepared by government employees must: be reviewed and approved by the responsible supervisor; undergo a security classification, export control and OPSEC review (Security Threat Assessment (STA) Form 7114); and be approved for public release (Distribution A: Approved for public release). All articles prepared by a contractor or an academician under contract to the U.S. government must be reviewed and approved by his or her Contracting Office Technical Representative; undergo a security classification, export control and OPSEC review (STA Form 7114); and be approved for public release (Distribution A: Approved for public release). An individual may use his or her organizational OPSEC review form. If the individual does not have access to an OPSEC review form, the U.S. Army

TACOM Life Cycle Management Command STA Form 7114 will be used and attached to the author's submission.

Submission Procedures

Articles must have between 600 and 800 words. Manuscripts are to be prepared in Microsoft Word and should be approximately five typed, double-spaced pages using a 20-line page and Times New Roman 12-point font.

A minimum of three photos, illustrations or charts should accompany each article in files separate from the manuscript to help illustrate a process or technology. The photographs should focus on the technology and not individuals. Any copyrighted photographs, illustrations, charts or other material must be accompanied by a consent/release form from the copyright owner. Images are subject to the same review process as the article.

Given counterterrorism and counterintelligence concerns, personally identifiable information about who has participated in a project and where tests have been conducted must be protected. Photographers' names and organizations are to be included for each photo submitted. Artwork must be accessible for editing and not embedded in the manuscript. Photos may be color or black and white. Illustrations must be black and white and must not contain any shading, screens or tints. Illustrations and photographs may be submitted via email to GVSETNews@TARDEC.info. All electronic photo files must have a minimum 300-dpi resolution and be in TIFF or JPEG format. The higher the resolution, the better. If they do not meet these requirements, glossy prints of all photos must be submitted via U.S. mail, FedEx, etc., to the address listed on this page. Photos and illustrations will not be returned.

Acronyms used in manuscripts, photos, illustrations and captions must be kept to a minimum and spelled out on first reference.

Articles submitted to GVSET News will not be accepted if they have been scheduled for publication in other magazines.

All submissions must include the author's and photographer's mailing address, email address and office phone number.

Biographical Sketch

Include a short (approximately 65 words or less) biographical sketch of the author(s) that includes current position, educational background and acquisition or other certifications, if applicable. The biographical sketch must also undergo an OPSEC review and will not include information about security clearances or special access programs.